



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

Preston DuFauchoir, California Corporations Commissioner

Sunne Wright-McPeak, Agency Secretary

Release Date: August 23, 2006

CLASSIFICATION: STAFF SERVICES ANALYST (General)
1 Position – Permanent-Full Time, Sacramento

FINAL FILING DATE: UNTIL FILLED

SALARY: \$2632-\$4155 per month

POSITION LOCATION: Office of Law and Legislation, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES – Under the general supervision of the Deputy Commissioner of the Office of Law and Legislation, the Staff Services Analyst generally reviews and helps analyze proposed legislation, maintains the Department legislative database, and coordinates legislative information with departmental staff and public and private agencies. Specific responsibilities include: review and analyze proposed legislation; research and obtain information to develop analyses of legislation; help develop legislative proposals; compile summaries of bills; maintain the legislative bill delivery service contract and the legislative procedures manual. The analyst will also maintain the Department legislative database and legislative file system, maintain the legislative database contract, act as a legislative information liaison with various agencies, and draft and submit the weekly legislative reports. Responsibilities also include the following: analyze and report on federal legislation, act as the contact for inquiries concerning the status of legislative assignments, track reports and documents for completion, review studies relating to Department laws and programs; help respond to legislative inquiries, perform other special projects including rulemaking, and act as backup to other staff.

DESIRABLE QUALIFICATIONS

- ◆ Proficiency on personal computers utilizing Microsoft Word, Excel, etc.
- ◆ Knowledgeable of technical legal terms and various legal forms and documents and their processing.
- ◆ Communicate effectively.
- ◆ Understand and carry out directions following a minimum of explanation.
- ◆ Dependable, loyal, punctual, tactful, poised.
- ◆ Ability to adjust to shifting priorities and workload. [During the legislative season (March-September), the already active typing requirements becomes heavy and fast-paced.]
- ◆ Ability to take initiative, be a self-starter, work independently, and interested in assuming non-routine tasks.
- ◆ Ability to establish and maintain effective working relationships.

WHO MAY APPLY – State employees who are currently at the Staff Services Analyst (General) level, those within transfer range or individuals with list eligibility who are reachable (in the top three ranks) are encouraged to apply. **APPOINTMENT IS SUBJECT TO SROA AND FREEZE EXEMPTION PROCEDURES.** For further technical information regarding the position, please contact Tim LeBas at (916) 322-3977 or CALNET 8-492-3977. **SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate RPA# 06-OLLca under the job title).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Human Resources Office
Attention: Mabel Miramon
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 445-2953 or CALNET 8-485-2953

RPA# 06-OLL ca

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED,
NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR
SEXUAL ORIENTATION.